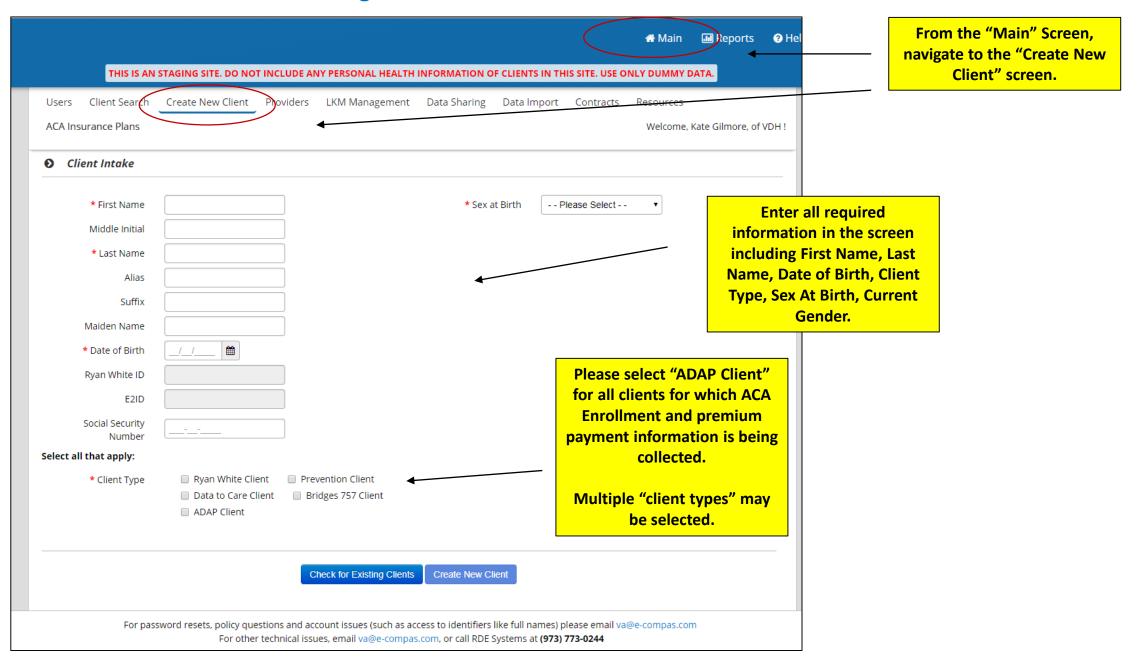
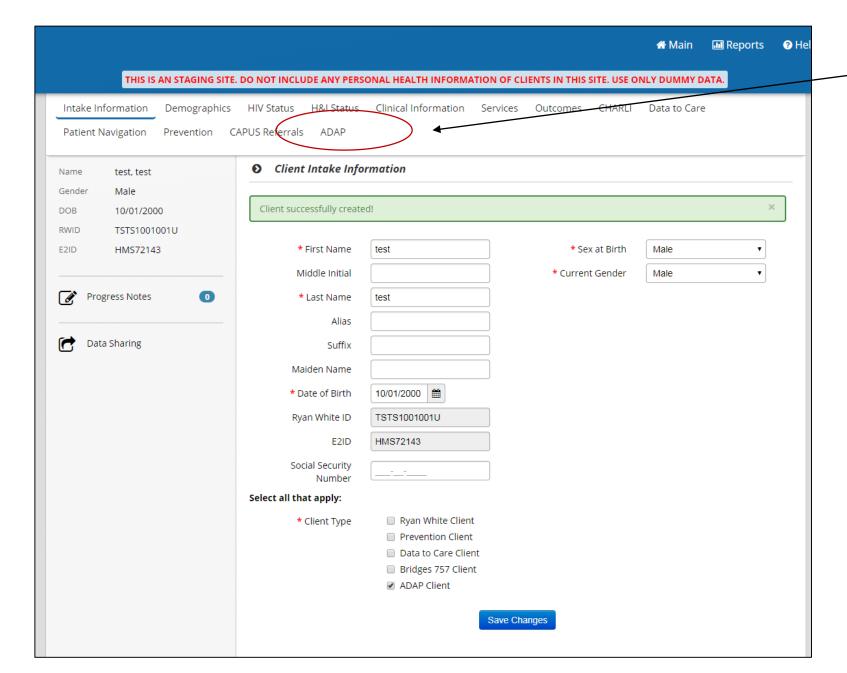
e2Virginia ACA Enrollment & Premium Payment Modules

ACA Enrollment Module

Create new client or search for existing client.

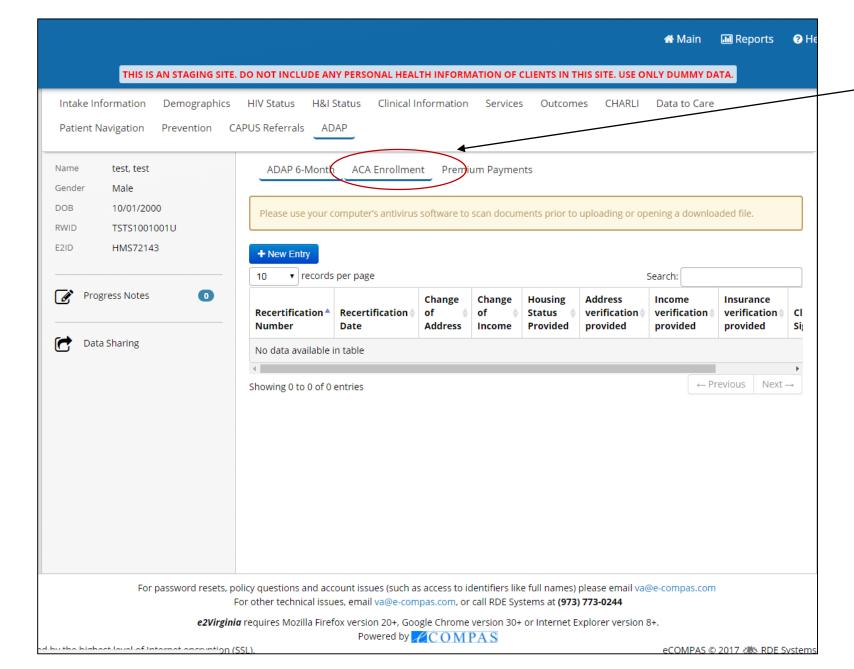


Navigate to "ADAP" tab from menu bar.



After creating the new client or being directed to an existing client, navigate from the "Client Intake" Screen, navigate to the "ADAP" tab.

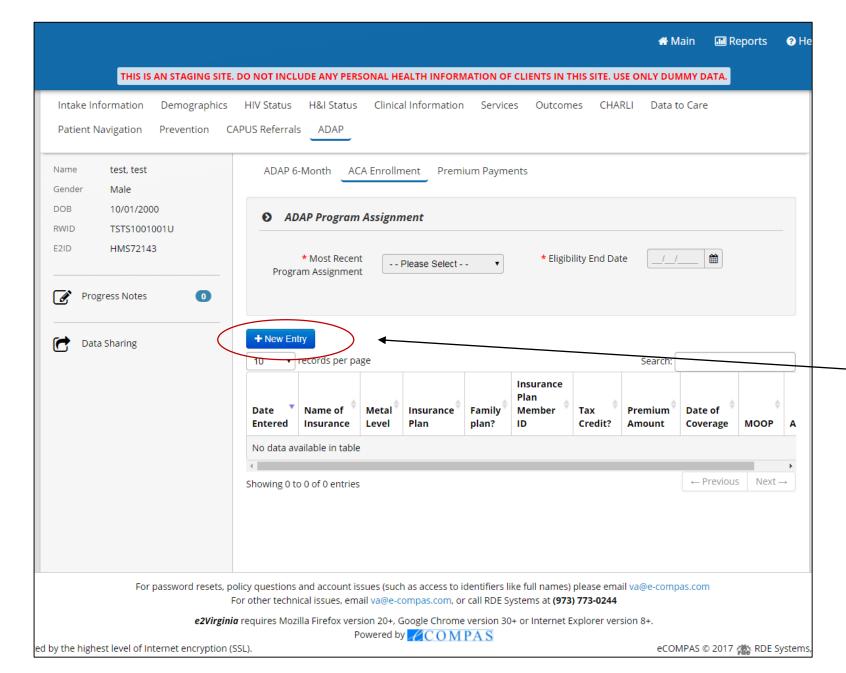
Navigate to "ACA Enrollment" tab within ADAP module.



To enter insurance plan information on a client, navigate to the "ACA Enrollment" tab.

*Please note that when you navigate to the "ADAP" tab, it will automatically take you to the "ADAP 6-month recertification" screen.
Please be sure to click on the ACA Enrollment tab to the right to proceed.

Select "New Entry" to begin entering ACA Enrollment data for client.



If client was imported from historical ADAP data, "Most Recent Program Assignment" and "Eligibility End Date" will be pre-populated.

For NEW CLIENTS, no information will be visible and agencies will not be able to enter information in these fields. These fields are for VDH use only.

Proceed to "New Entry".

To begin entering insurance plan information for client, select "New Entry"

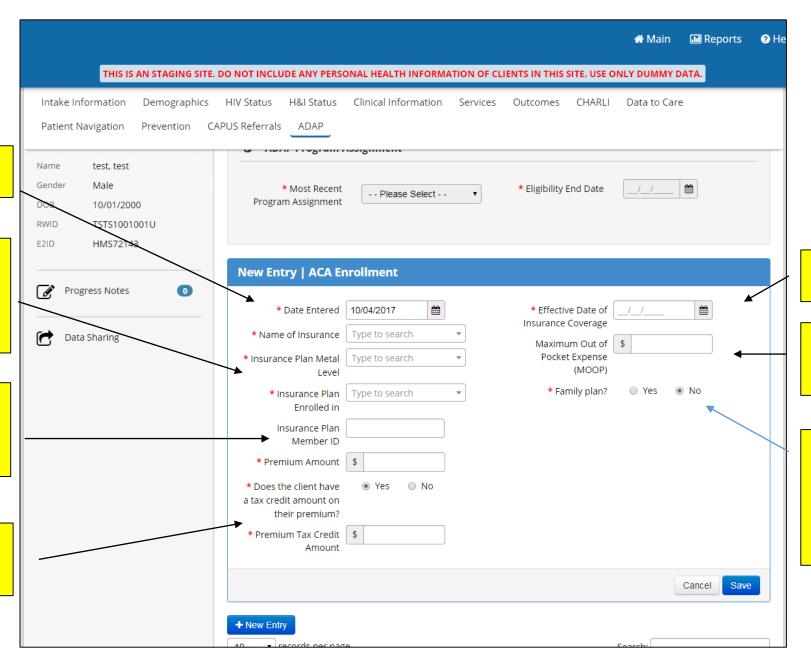
Enter all required data, marked with a red asterisk.

"Date Entered" will autopopulate with today's date.

Select the Name of the Insurance Carrier, Insurance Plan Metal Level, and Name of Insurance Plan from the selection menus.

Enter the Insurance Plan Member ID (if available). Must be no more than 12 digits.

Indicate whether there is a tax credit on the premium and the amount.



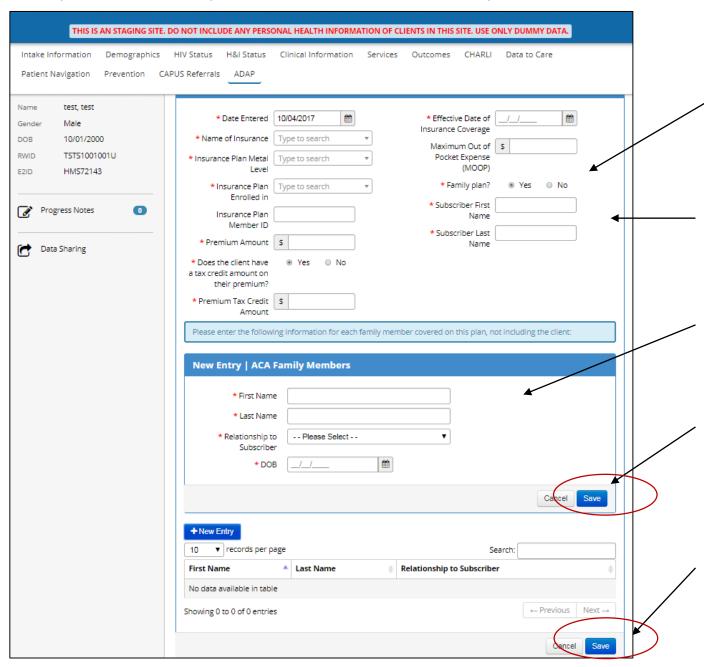
Select the effective date of coverage.

Enter the Maximum Out of Pocket (MOOP) expense, if available.

Select Yes or No to indicate whether it is a family plan. If "yes", additional fields will appear (See next screen).

If "No" press SAVE.

If the plan is a Family Plan, enter additional required information.



If "Yes" is selected to "Family Plan?" then additional fields will appear.

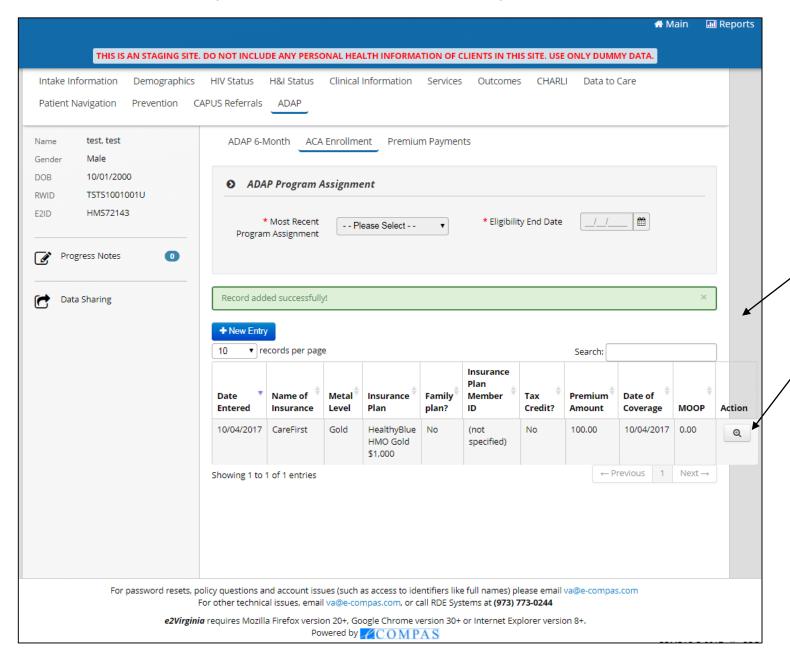
Enter the Insurance Plan Subscriber's First and Last Name. This may be the same as the client's name if the client is the Subscriber or may be different if the client is not the Subscriber.

For each family member included on the Insurance Plan, create a "New Entry" under "ACA Family Members" section.

Important: Press "Save" after each family member entry. A list of family members saved will appear below.

When you are finished entering ALL family members included on this Insurance Plan as well as all insurance plan information at the top of the screen, press "Save" at the bottom of the screen to save the entire ACA Enrollment Entry.

After record is successfully saved, user can view and print enrollment record.

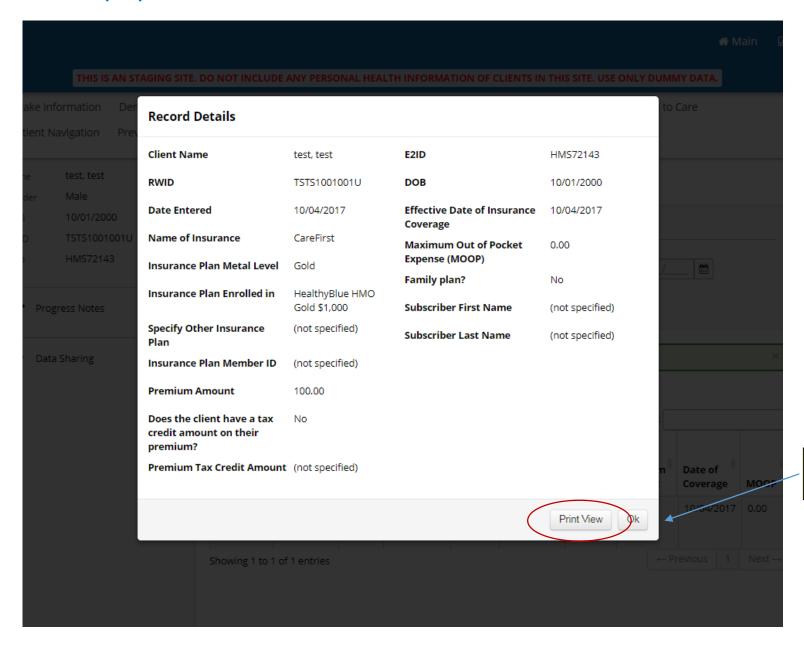


After record is saved, a historical table will appear below for viewing and printing purposes.

To view record, click on the magnifying glass icon under "Action".

*Please note you cannot edit or delete ACA Enrollment records once saved. Please contact VDH if you have entered inaccurate information or need assistance with editing or deleting a record.

"View" of Record displayed below:

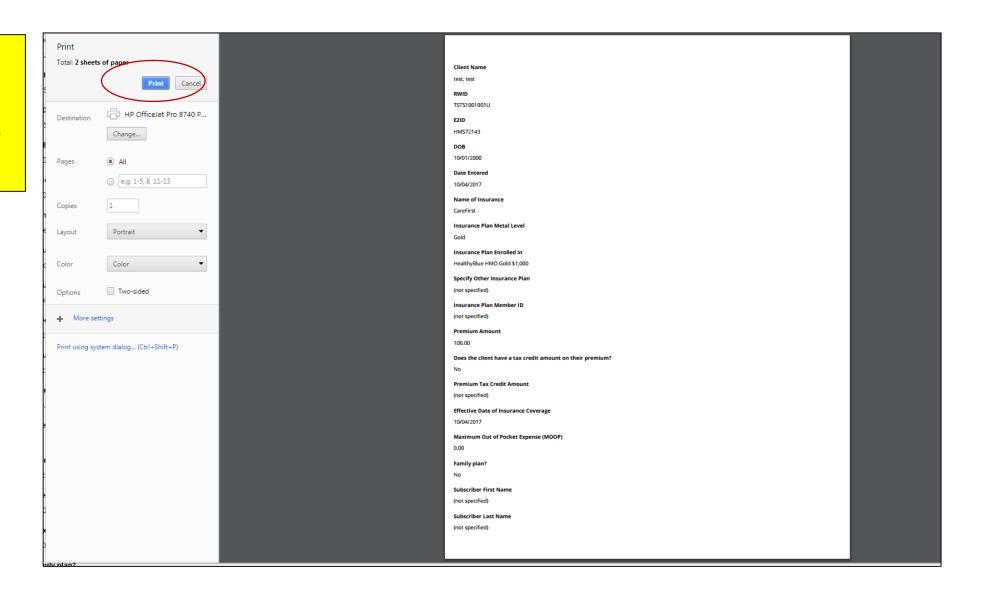


To print the record, press "Print View" from this screen.

Screen will automatically re-direct to printer set-up and is ready for printing.

To print the record, press "Print" directly from this screen.

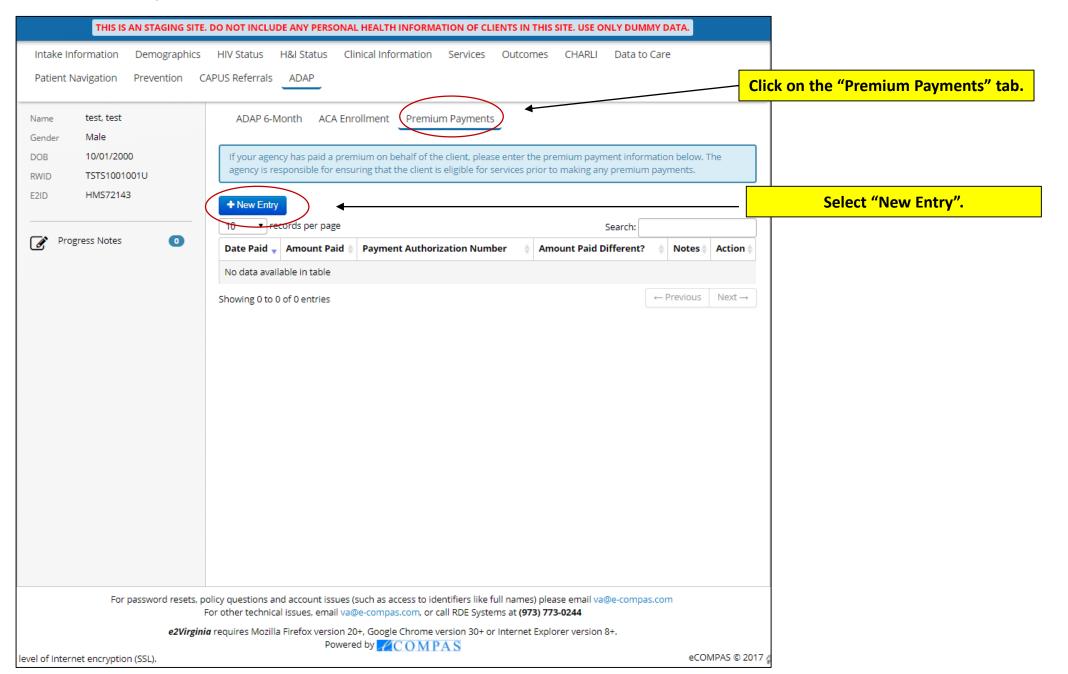
Be sure to check your printer's settings, paper source, and ensure that extra pages are not printed unnecessarily.



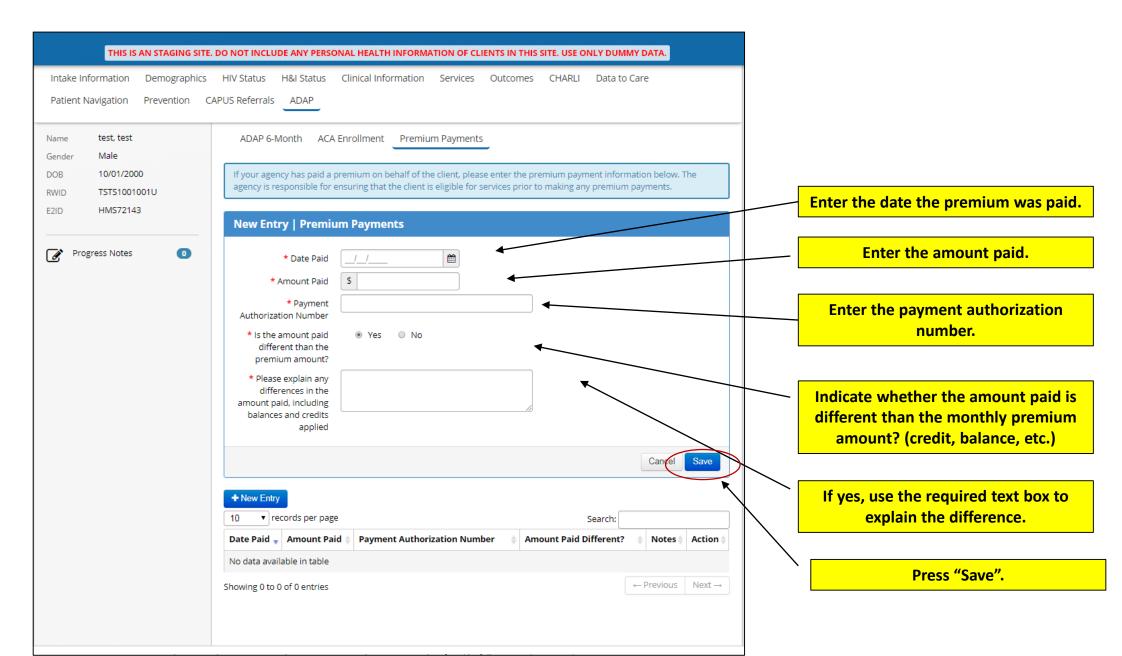
ACA Premium Payment Module

*Reminder: e2Virginia should only be used to document binder premium payments <u>already</u> made to insurance companies for <u>eligible</u> clients.

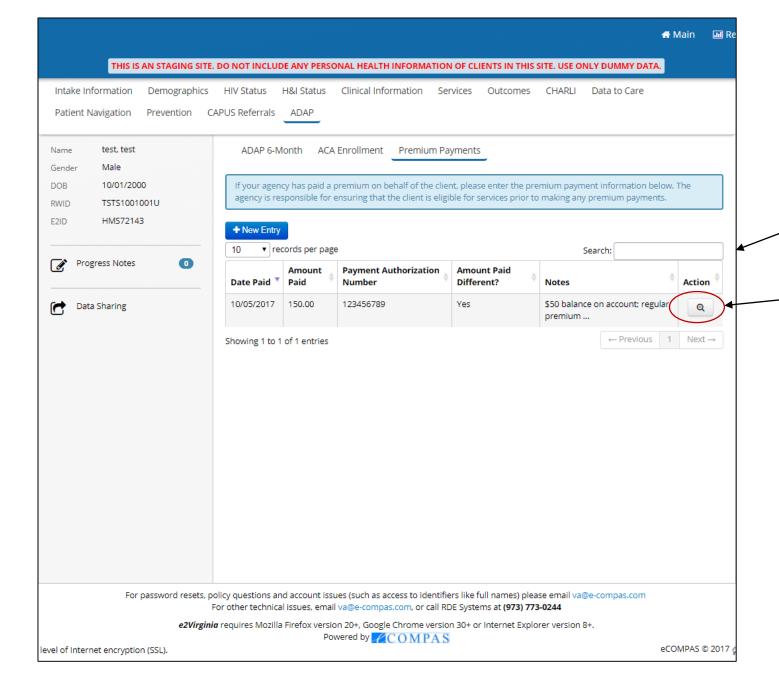
Navigate to the "Premium Payments" tab.



Enter required information.



View and Print Options.

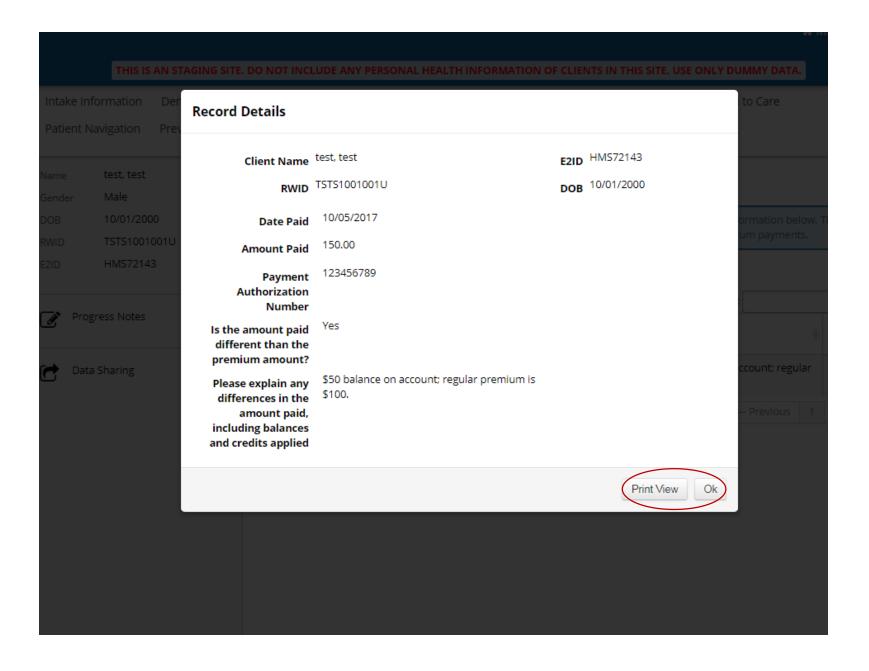


A record of the saved entry will populate in the table below.

Click on the magnifying glass to view and/or print the record.

*Please note you cannot edit or delete premium payment entries once saved. Please contact VDH if you have entered inaccurate information or need assistance with editing or deleting a record.

View record screen.



Print Record.

